

Notice Number: #21-21

Location: Norfolk Naval Shipyard, VA

Closing Date: 3/8/2021 (11:59:59 PM (EST))

Command & Location: NAVSEA - NAVSHIPYD NORFOLK

Grade: GS-11/12/13/14

Job Type: **Assistant Counsel**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy Office of the General Counsel has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted.

There is an anticipated vacancy for one or more attorneys to serve as an Assistant Counsel in the Office of Counsel, Norfolk Naval Shipyard in Portsmouth, Virginia. Norfolk Naval Shipyard (NNSY) is a field office under the headquarters Office of Counsel, Naval Sea Systems Command (NAVSEA), and part of the Department of the Navy (DON) Office of the General Counsel (OGC). NAVSEA is responsible for the development, acquisition, and maintenance of ships, shipboard systems, and ordnance for the DON, with an annual budget of about \$35 billion and a workforce of roughly 83,000 military and civilian personnel. NNSY is the oldest United States Navy Shipyard and largest public shipyard on the East Coast. It is one of the largest shipyards in the world specializing in repairing, overhauling and modernizing U.S. Navy ships and submarines. NNSY employs approximately 10,500 civilians and 500 military personnel. The NAVSEA Office of Counsel employs over 150 lawyers at the Washington, D.C. Headquarters and in 22 field offices throughout the U.S.

The NNSY Office of Counsel consists of 10 attorneys and two paralegals. NNSY Office of Counsel has a varied workload covering the full range of OGC practice, with emphasis on civilian personnel and labor law, federal acquisition law, litigation, environmental law, fiscal law, standards of conduct, ethics, Freedom of Information Act (FOIA) and Privacy Act matters. The successful candidate will be expected to practice primarily in civilian personnel law, but will also provide legal services in the areas of ethics, standards of conduct, the Freedom of Information Act and Privacy Act, fiscal law, and the other practice areas listed above. The successful candidate is expected to provide legal advice and assistance on civilian personnel and labor law, including litigating before the Merit Systems Protection Board, the Equal Employment Opportunity Commission, federal district court, and union grievance arbitrations. The successful candidate will also work closely with management and Human Resources on preventative law matters, such as advising on disciplinary actions, administrative investigations, requests for reasonable accommodation, and security matters.

Positions will be filled at the GS-11, 12, 13, or 14 level and will have a full performance level of GS-14. The actual grade will depend on the qualifications of the successful applicant. To be eligible for selection at the GS-11 level, the applicant must have at least one year of professional legal experience, or be a recent law school graduate with superior law student work or activities as demonstrated by: graduating in the top third of their law school class; work or achievement of significance on an official law review or journal; or a special high-level honor, e.g., winning a moot court competition, membership on the law school's official moot court team, or membership in the Order of the Coif. To be eligible for selection at the GS-12 level, the applicant must have two years of relevant professional legal experience at the GS-11 (or equivalent) level or be a current GS-12 (or equivalent) attorney within the Federal government. Note that for GS-11 and GS-12 positions only, a second professional law degree (LL.M.) that required at least one full academic year of graduate study may be substituted for one year of professional legal experience. To be eligible for selection at the GS-13 level, the applicant must have in excess of two years of experience practicing law in the relevant practice areas, with some civilian personal law and/or litigation experience. To be selected at the GS-14 level, the successful candidate must have a minimum of three and one-half years of experience practicing law in the relevant practice areas, with significant civilian personnel law and/or personnel-related litigation experience. The grade level offered will be based upon the successful applicant's qualifications and funding availability. Among qualified applicants preference is expected to be given to hiring the best qualified applicant at the lowest pay grade.

Applicants will be evaluated based on the following: (1) the depth, breadth, and quality of experience in civilian personnel and labor law and related litigation; (2) experience in the other relevant practice areas discussed above; (3) research, analytical, writing, and oral communication skills; (4) interpersonal skills, including the ability to develop strong attorney-client relationships; and (5) the ability to work both independently and as part of a team. Knowledge of the DON, NAVSEA, and OGC is desirable, but not mandatory. Applicants with a record of making significant contributions to the advancement of DON OGC or equivalent Office of General Counsel or law firm/office beyond the day-to-day legal practice are desired.

The successful applicant must have graduated from a law school accredited by the American Bar Association; be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia; and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position and the successful applicant must be able to obtain and maintain a Secret security clearance.

Applicants should submit a cover letter, resume, two recent and relevant legal writing samples (no longer than 10 pages each; portions of longer work products are acceptable) that demonstrate analytical and/or advocacy abilities, the two most recent performance appraisals (if available), and the names and telephone numbers of at least three references who may be contacted. Attorneys who have graduated from law school less than 5 years prior to the announcement closing date must provide a copy of their law school transcripts, including class rank. Current federal employees must also provide a copy of their most recent SF-50 form.

Please redact social security numbers from any submitted documents. Performance appraisals should include the rating official's narrative. The application cover letter should indicate the lowest grade level that the applicant will consider.

Interested attorneys with questions may contact Mr. James M. Metcalfe, NNSY Counsel at (757) 284-5696 or Ms. Debbie Evans, NNSY Civilian Personnel Law (CPL) Supervisor at 757-396-8625.

Electronic applications are preferred and should be sent to nssc_navsea_ogc_vaca@navy.mil. The subject line of the message should state the Personnel Notice Number. Although less desirable because of possible security delays, applicants may send applications by FedEx to:

NAVSEA 00LB
Naval Sea Systems Command
1333 Isaac Hull Avenue SE Stop 1150
Washington Navy Yard, DC 20376-1150

This Personnel Notice will close at 11:59:59 PM, EST, March 8, 2021 and applications must be received by this time and date to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., DD Form 214, "Certificate of Release or Discharge from Active Duty") to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management Website at www.opm.gov.)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit <https://www.fedshirevets.gov/index.aspx>, <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans>, and see the Veterans' Preference Advisor, operated

by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

Legal and Regulatory Guidance Links:

Financial suitability Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

Social security number request Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>

Privacy Act Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

Signature and false statements Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

Selective Service Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

New employee probationary period Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>

Relocation expenses are not available.